

# WESTOP SoCal Chapter

## Role and Responsibilities 2016 - 2017

**Position:** Research

**Purpose:** Serves as a liaison to the WESTOP Service Council Research Committee and chapter. This position is responsible for all aspects of research and evaluation of the chapter pertaining to events, staff, and/or students.

**Key Responsibilities:**

1. Conduct research among the chapter in order to obtain feedback from the membership for the improvement of the association.
2. Promote and engage in research and evaluation that will enhance the effectiveness of programs designed to provide educational opportunities and services for economically and educationally disadvantaged persons.
3. Participate as the evaluation chair for PDS and SLC.
4. Prepare a written report one week prior to the scheduled chapter meetings and submit them to the President.
5. Participate in WESTOP and Chapter committees as needed.
6. Attend all Chapter general meetings, executive committee meetings, monthly conference calls, and two in person retreats.
7. Other duties as assigned by the WESTOP SoCal chapter board related to the overall purpose of the chapter and the good of the association.

**Elected by:** Appointed by the President.

**Term Length:** 2 years

**Time commitment:** The time commitment is approximately 2-4 hours per week.

**Reports to:** President